

Application for Mortgage Loan Adjustment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to formally request an adjustment to my mortgage loan, account number [Your Account Number]. Due to [briefly explain your situation, e.g., financial hardship, job loss, medical expenses], I am seeking a modification of my current loan terms to make my payments more manageable.

I have been a customer since [Year], and I have always strived to meet my financial obligations. However, [provide more details about your situation]. I am hopeful that we can work together to find a solution that accommodates my current financial circumstances.

Enclosed are documents supporting my request, including [list any enclosed documents like income statements, budget, etc.].

I appreciate your consideration of my application and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]